

## Aeries Gradebook Impersonator – User

| Aeries Gradebook Impersonator Rev 1.2             |  |  |  |  |  |
|---|--|--|--|--|--|
| Aeries Gradebook Impersonator                     |  |  |  |  |  |
| SERVICES  |  |  |  |  |  |
| Your rwoods-TCH account                           |  |  |  |  |  |
| is currently associated with: McIntyre, P         |  |  |  |  |  |
| Select a Teacher Account to Impersonate:          |  |  |  |  |  |
| McIntyre, P                                       |  |  |  |  |  |
| Press Impersonate to update your Gradebook access |  |  |  |  |  |
| Gradebook Monitor                                 |  |  |  |  |  |

- 1. The form will tell you which account your '*username*-TCH' is currently assigned to, check the name next to 'is currently associated with:' to see this account.
- 2. Use the drop-down box to select the **Teacher Account** that you want to **Impersonate**.
- 3. Once a teacher name is selected, press the 'Impersonate' button to update your access.
- 4. The form will update and notify you which account your '-TCH' account is associated with, you may then click on the 'Teacher Portal URL' picturebox to launch the Teacher Portal URL.
  - a. The *username*-TCH label is clickable, and if clicked it will copy your *username*-TCH account to the clipboard to be pasted into the **Teacher Portal URL**.
- **Reset Form:** This will reset the form, allowing the user to select another teacher account to impersonate.
- **GB Monitor:** Clicking the '**Gradebook Monitor**' button will open the Gradebook Monitor form.
- Help:Clicking the Help button will launch Documentation pertaining to this 'AeriesGradebook Monitor' form.



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To Access the Teacher Portal with your Impersonator access:

- 1. The Aeries logo "Teacher Portal URL" will launch the Teacher Portal URL (click it)
  - a. *Optionally*, clicking on the username-TCH (*in green*) will copy that username to the clipboard.

| Step 1            |                      | Step2                                   |
|-------------------|----------------------|---|
| A Impersonator    |                      | Windows Security                        |
| Your rwoods-TCH   | adebook Impersonator | Connecting to aeriesnet.rusd.k12.ca.us. |
| Gradebook Monitor | Seset Form           | OK Cancel                               |

- 2. After launching the Teacher Portal URL, you should be prompted with a dialog box for user credentials (*step 2 pic above*), enter your Active Directory password (*the same password used to log into a computer, and the same password for your RUSD email*).
- 3. You will then want to uncheck the 'Use Windows Authentication' checkbox, and enter (*paste in*) your username and password (in the username-TCH / password format). Then click 'Sign-In'

username-TCH

Username:

| Passw                                | ord:   | username |   |  |
|--------------------------------------|--------|----------|---|--|
| Sign In with Aeries                  |        |          |   |  |
| Aeries<br>Student Information System |        |          |   |  |
|                                      | rwoods | -ТСН     |   |  |
|                                      | •••••  | •        | ~ |  |
| Database:                            |        |          |   |  |
| Riverside USD                        |        |          |   |  |
| Year:                                |        |          |   |  |
| 2015-2016                            |        |          |   |  |
| Use Windows Authentication           |        |          |   |  |
| Sign In                              |        |          |   |  |